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Welcome to the Faculty of Arts

Macquarie University is renowned as Australia’s most flexible university. The way we see it, we’re here to help you choose a career, and to help you work towards it. We’re not here to lock you into a career before you even know anything about it!

The Arts Student Centre
The Arts Student Centre can be found in W6A on Level 1. Its opening hours are Monday - Friday, 9am - 5pm.

The Student Centre is the place for:
• questions about degree structure, core units, credit points
• advice on what you need to do to complete your degree
• information and help with rules and processes
• questions about transcripts and grades
• general enquiries about the Faculty of Arts
• advice on what to do if you are sick during the semester or during exams
• information about services across the University

For specific advice, the friendly staff in the Arts Student Centre will be able to direct you to the right person, department, or information source.

Please see your unit outline for instructions about assignment submission and return.

Get to know your faculty
The Faculty of Arts looks after nine departments, two centres, the Indigenous Student Support Centre – Warawara – and the Macquarie Law School.

We are home to both the Ancient Cultures Museum and the Australian History Museum, which between them house thousands of artefacts, documents, images and references that could help your study in many disciplines, not just Modern or Ancient History. Take some time to visit these vital centres. The Museum of Ancient Cultures is on Level 3 of Building X5B, and the Australian History Museum is on the ground floor of Building W6A, Faculty of Arts.

Arts Student Centre
W6A Level 1 – just drop in!
☎️ +61 2 9850 6783
Questions: ask.mq.edu.au

Opening Hours
Monday - Friday: 9am – 5pm
Public holidays - Closed
Before Enrolment Day

Before you arrive on Campus for Enrolment Day, it pays to make sure that you have all the information you need for the process.

Please ensure that you have read all of the information that has been provided to you and that you have any questions written down to ask on the day.

Take some time to read over the Macquarie University website and become familiar with the information that you will need to know over the next several years.

.students.mq.edu.au

Next, go into the following website and move through the steps you need to complete before your enrolment on campus.

.students.mq.edu.au/enrol

Must Read

Please ensure that you have registered to attend your allocated enrolment day and enrolment preparation session. And be sure to turn up on time so that your enrolment goes smoothly.
Enrolment Day

Enrolment is one of the most important things you will do as a student at Macquarie. It is during enrolment that you decide what units (or subjects) you will study and the classes you will attend. The enrolment process requires you to be on campus, and also to complete some steps online. These instructions will guide you through the enrolment process to ensure that you successfully complete your enrolment.

What to expect on the day

Overall enrolment day at the University is going to be a big day. Prepare yourself for the fact that when you arrive you will be one of many students who are all in the same position.

Getting to Macquarie

The University has regular train and bus services extending to areas across Sydney. If you live within a few kilometres of the campus, cycling and walking is the most healthy, convenient and cheapest way to travel to the Uni. If you need to drive because you live far away, consider carpooling or mixing your travel modes for part of the journey.

To help you decide the best way to get to University, check out our Transport Guide that you can find here:

mq.edu.au/transport/

What will I need?

There would be nothing worse than arriving ready to start enrolment only to find you have left some essential documents at home.

We have developed this checklist for you to complete to ensure that you have everything with you on the day:

- Letter of offer
- Completed Proposed Program form (Step 2) www.student.mq.edu.au/enrol
- A list of any questions that you need answered
- Credit for previous study documents, if relevant (see page 4)
- Campus Map (included in this guide)
- Water
- Official photo ID & Tax File Number

***Express Lane (optional)***

When you come to enrolment day and you arrive understanding your program, with all your documents completed (correctly), and if you do not need any advice, you will be asked to join the “Express Lane”. This means that you will complete your enrolment in a fraction of the time.
Credit for previous study
This is for students who have successfully completed some tertiary study elsewhere.
Before arriving at Macquarie you should have already applied for credit for previous study. That way we can start helping you apply for any corresponding exemptions.
More information regarding credit for previous study can be found here:
studentadmin.mq.edu.au/undergrad/credit.html
If you have been granted credit for previous study and are hoping to receive exemptions for Macquarie units then you need to bring the following:

- Official transcript from previous institution
- Letter of Offer from Macquarie University
- Unit outlines from previous units studied

Mentors @ Macquarie
You can apply for a Mentor to be assigned to you during Academic Orientation. Your mentor will guide you through the crucial first months of study at Macquarie.
The Mentors @ Macquarie are experienced student volunteers who will assist you in your orientation and transition into the academic lifestyle at university. They will help you to develop the skills and understanding to achieve your goals at university and assist you to get the most value out of your time at Macquarie.
What should I do when I arrive?

Arriving at Macquarie University can be a daunting prospect if you have never been here before or if you are coming alone. Never fear, chances are that 90% of the students at University on that day are feeling exactly the same way.

It may seem like everyone is running around and going in different directions but if you follow this simple guide that we have set then you should be on the right track.

CHECKLIST - What to do/where to go

☑ Arrive at University and grab a coffee for you and your companions from any one of our cafes and coffee carts scattered around the University.

☑ Use your map and make sure you know where you are going. If you don’t know, ask someone wearing a red shirt (they will point you in the right direction).

☑ Go to E7B as this will be the central hub of your enrolment day.

☑ Attend your On-Campus Enrolment Preparation Session and/or watch the vodcast online in E7B.

☑ Fill in your proposed program form.

☑ Attend academic advising in E7B.

☑ Walk over to E4B 118 to be admitted to your course.

☑ Walk upstairs to E4B 214/206 to enrol in units and register in classes.

☑ Have a break.

☑ Collect your campus card from MUSE C7A (see page 12).

☑ Collect your Transport Concession Sticker (if eligible) with your Campus Card.

Important How To...

... enrol in units
... enrol in required units
... enrol in option units
... register in classes
... withdraw from units

student.mq.edu.au/enrolment_tutorials/
Planning your degree

Planning your degree is one of the most important things to do before commencing your studies. It can mean the difference between graduating on time or enrolling in another session due to missed or unavailable units.

When planning your degree you need to:

1. Consider when units are available in Session/Semester 1 or 2.
2. Consider prerequisites (this is knowledge you must have before taking a particular unit of study) when planning.
3. Remember to use the handbook from the year you commenced your degree.
4. Use the online tool for searching all unit offerings at Macquarie. And search the current courses and find details on what you can study, career options, student testimonials and how to apply.

Assumed knowledge

Some 100-level units, while not having prerequisites, assume that students have certain knowledge and skills from previous study (such as the HSC). This information is listed in the UAC Guide each year and can also be found in the online handbook.

www.uac.edu.au/
handbook.mq.edu.au/2014/

English literacy requirements

Local students are required to have studied English as part of their Higher School Certificate and international students are required to have IELTS 6.5 or higher for entry into the Faculty of Arts.

If you have Band 4 or less in HSC English, less than a 7 in IELTS or if you are not confident about your ability to fulfil the language and written expression requirements of university level assignments, we strongly recommend that in your first year you take the unit ACSH100 Academic Communication in the Social Sciences and Humanities.

There are also a number of units offered at the University that can further develop your English language skills, as well as your academic and professional communication skills, namely:

- MMCS115 Academic Cultures
- LING110 Language: Its Structure and Use
- LING120 Exploring English
- LING291 Writing in English

Both ACSH100 and LING110 are People units, and can be used to fulfil the requirement to complete a people unit as part of your degree, subject to the people and planet rules.

handbook.mq.edu.au/2014/Units/Planet
handbook.mq.edu.au/2014/Units/People
Academic Orientation and Mentors

Academic Orientation is designed to give you the best start at Macquarie University by equipping you with the essential academic, administrative, geographic and social information that you need to get started with your studies. Take this opportunity to meet your peers and university staff and explore the campus, all with the assistance of your peer Mentor - a current Macquarie student in their second year or above who has volunteered to support you through your transition to studies at Macquarie.

Attend Academic Orientation to ensure you can get the most out of your university experience!

There are two types of Academic Orientation for Session 1, 2014:

**INTENSIVE Academic Orientation**
A full-day Orientation that focuses on all the information in the General Orientation, plus developing the skills essential to setting up your university life (e.g. managing your time, being an independent learner, and goal setting).

**Date:** Monday 24 February 2014, and Tuesday 25 February 2014
**Time:** 9am - 5pm
**Venue:** Contact the Learning Help Desk at the Library - Level 2

**GENERAL Academic Orientation**
A half-day Orientation that covers all the essential information that you need to know about navigating the university’s online systems, learning about the various support services, discovering the campus, and being prepared for the student experience.

**Date:** Thursday 27 February 2014, and Friday 28 February 2014
**Time:** 9am - 12pm and 1.30pm - 4.30pm
**Venue:** Contact the Learning Help Desk at the Library - Level 2

You only need to register for ONE of the aforementioned sessions. Registration in one of these events will also connect you with a Mentor, who will get in contact with you via email from January onwards. You can register for these events through the Enrolment Planner.

For any questions, don’t hesitate to contact the Macquarie Transition Team:

✉️ mentors@mq.edu.au
📞 mq.edu.au/transition
YOUR Degree Planner

Go here to find an easy way to plan out your degree. It will help you keep track of your major, your required subjects and your entire study program.

A Bachelor degree is 69 Credit Points overall (23 units) with 38 cps minimum at 200 level or above and 18 cps minimum at 300 level.

[arts.mq.edu.au/documents/Arts_degree_planner.pdf]

Learning Skills Support

Learning Skills offers academic support as well as a range of workshops to assist you. Current services include training and individual consultations. There is face to face support offered through workshops and at the Learning Help Desk in the Library foyer.

On the website, you will find a collection of useful resources relating to online workshops, study skills, quick guides, referencing guides, as well as information about the free workshops and advice available to all students, undergraduates and postgraduates.

For International Students at Macquarie, there is a resource library that can assist you in developing the skills and confidence to achieve a smooth and successful adjustment.

For more information, visit:

[students.mq.edu.au/support/learning_skills/]

Writing Skills Program

The Writing Skills Program delivers a series of workshops aimed at helping you - especially in your first year - become a successful academic writer in the various types of written assignments you need to tackle in your chosen subjects and are just part of the Learning Skills resources available to all students.

In addition to Writing workshops many others workshops are accessible through Learning Skills. They will help you develop successful learning strategies at MQ. These workshops are usually one or two hours long and each workshop addresses one of our most requested topics.

[students.mq.edu.au/support/learning_skills/undergraduate]

ask.mq.edu.au - for answers to all your questions!

ask.mq.edu.au is Macquarie University’s online service for students.

ask.mq.edu.au - also accessible from the student homepage - is a service that allows you to search for answers to all your administration questions from exam timetables to census dates, student concessions to enrolment procedures. There is vital information about the Student Amenities Help Form and the Commonwealth Assistance Form there too.

Use this page to apply for waivers, special consideration, withdrawals and grade appeals. If you can’t find what you’re looking for, you can submit an online enquiry that will go to the appropriate staff member to respond to.

The best part of ask.mq.edu.au is that you can access it from your computer, tablet or smart phone, making it easier and quicker for you to find your answers.

ask.mq.edu.au is part of Macquarie University’s ongoing commitment to providing you with an even better student experience.

Next time you have a question about your studies check out ask.mq.edu.au first - the answer you’re looking for could just be a click away!

[ask.mq.edu.au]
Studying at uni

iLearn

iLearn is Macquarie’s Learning Management system which you will access for information about your units and about activities you’ll be involved with. The interface includes your specific units as well as community units you may be interested in. You can use iLearn to communicate with your unit convenors, tutors and to post in unit forums and complete quizzes in your units. After you enrol and receive your student number you will be able to log into iLearn.

ilearn.mq.edu.au

Lectures

Lectures usually go for 1-3 hours and cover the main content of your unit. Please only attend the lectures of the units you are enrolled in.

Make sure you sit somewhere where you can read the lecturer’s presentation and take notes. It is essential to do any required readings (as stipulated in the unit outline) before the lecture. During your first week of uni you will receive access to iLearn and your unit outline will be available on iLearn.

The head lecturer for the subject is usually the convenor for the semester and you can always make contact if you need help with course content and study plans.

Tutorials

Tutorials (tutes) are smaller classes designed to actively discuss course material and weekly tasks. These are generally held in classrooms. In your tute you may be asked to complete weekly exercises, assignments, quizzes, present a paper to the rest of the group, etc.

Most units require minimum attendance at tutorials and active participation in them also.

Your tutor is the first person you go to with your questions. Most tutorials commence in Week 2.

Unit outlines

Each unit has a unit outline. The outline details what you will learn, required readings, assignments, assessment criteria, important dates/deadlines and contact details for teaching staff.

Consultation hours with tutors and lecturers

One of the best learning resources is one-on-one time with your teachers. Consultation hours are specific times each week during session when your tutors and lecturers are available to answer students’ questions in person, see the unit outline on iLearn for details. You shouldn’t be afraid to visit your tutor or lecturer during consultation hours – they really like it when students have questions or want to talk about their work. It shows that you are interested and keen to do well! You can even go with a friend or in a small group if you like.

Check ilearn and your unit outline for details.

Units search

This student resource lists all units offered by Macquarie as well as the unit outlines. This is an important source of information for you as you decide which units to study, and as you study. You will find convenors names, consult hours, required texts, learning outcomes and you can review this information before you enrol in the subject.

units.mq.edu.au/2014/unit_offerings/search

Academic advice

Each department in the Faculty has Academic Advisors you can go to for advice about your studies. Ask at the Arts Student Centre and they will direct you to the right person.

arts.mq.edu.au/current_students/undergraduate/academic_advisors_list
Textbooks and course notes

You can buy your texts on campus or online from the Co-op Bookshop. Your unit might also require the purchase of course notes which are sold in the Course Notes Bookshop (downstairs from the Co-op Bookshop opposite NAB). Your unit outlines in iLearn will list which texts you will need for your study, and buying online means you avoid the rush and the queue at the Bookshop. (The Bookshop also has lists of texts needed for most subjects). You can also go to the Campus Hub or wander the campus to find posters from people selling their second hand texts and notes.

***MAKE SURE YOU GET THE RIGHT EDITION***

Contact Details
Co-op Bookshop, Campus Hub, C10A
☎ +61 2 8986 4000
✉ macq@coop-bookshop.com.au
🔗 coop-bookshop.com.au

Study groups
Form a study group with other students in your classes. They may understand parts of the course that you don’t and vice versa. You can share notes, take turns writing up notes, discuss the main points from lectures and work on tute questions together. Research shows that sharing and explaining what you know with your peers helps you to understand the material better.

Peer-Assisted Study Sessions (PAL or PASS)
PASS/PAL are unit specific workshops, or sessions, led by trained students who have excelled in those particular units. The weekly workshops are open to all enrolled students in these units and are FREE! PASS/PAL workshops promote improved learning and understanding of the unit’s content in a fun and relaxed way.

PASS/PAL is a program for all levels of students, not just the “I’m barely passing” students. Participating in PASS/PAL increases the likelihood of achieving higher grades, helps you make friends with students who have the same academic interests, and is an easy, fun and effective way to study.

Check iLearn in all your units to see which ones have PAL or PASS associated with them, or the PASS/PAL page on the Faculty website.

Benefits of PASS/PAL:
• You get to meet new people
• It’s a friendly and relaxed learning environment
• Sessions address difficult and complex course concepts
• You’ll learn new study and exam techniques
• Sessions are student run so they focus on the current needs and wants of the student group in the subject
• The learning techniques you pick up in PAL can be used in your other subjects

Take the time look at the Arts webpage (arts.mq.edu.au) and to read about PAL and what previous students have said about the sessions.

PAL sessions normally begin in Week 3.

Conversation Groups
Conversation Groups are run by the Faculty of Business and Economics and are designed for international students to practice their spoken English. It’s a fun, social and relaxed setting where everyone is encouraged to talk about a wide range of topics. These can vary from your experiences on campus to getting a job, Australian colloquialisms and slang, Hollywood gossip and games.

businessandeconomics.mq.edu.au/new_and_current_students/undergraduate/bess/conversation_groups
Library
The Library is your number one study resource. Drop in and visit during O-week and get a feel for the lay-out and services. Ask the friendly staff how everything works.

The Learning Help Desk in the Library is staffed by mentors and advisors who are able to answer quick questions about academic writing and study and can direct you to relevant online resources or appropriate services.

The Learning Help Desk is open from 9am to 5pm each weekday during semester.

Individual consultations
Between 12pm and 2pm each weekday during semester, a Learning Adviser is available for 15 minute consultations. No booking is required, just drop in to the Learning Help Desk.

Wireless internet
Wireless coverage at Macquarie is free for Macquarie staff and students. For more information on hot spots/access points across campus refer to:

Census dates
This is the date by which you can withdraw from uni completely, or withdraw from subjects or a program and not be liable for HECS charges or tuition fees. Census dates are always 31st March (Session 1) and 31st August (Session 2).

Student IT services
For enquiries relating to:
- Student IT Help
- iLearn support
- Student / myMQ Portal
- Student cards
- Wireless internet access for students
- Support of computing labs
- E-Student password enquiries

Contact Details
☎ 1800 67 4357
✉ ithelp@mq.edu.au
🔗 sith.mq.edu.au

Check out PASS/PAL - It’s the smart way to study!
- Peer Assisted Study Sessions
- Run by senior students
- Have fun studying
- Get better marks
- Make friends

Look in your Unit Guides to see if PASS/PAL runs in your subjects
Being a student

Academic Orientation
Academic Orientation will be held on campus on Monday 24th February 2014 and Tuesday 25th February 2014.

Campus cards
Campus Cards are issued to all students upon enrolment. You need your Campus Card to access services within the Library.

Apply for a campus card
Your Macquarie University Campus Card or Staff Card is your Library card. To obtain your Campus Card:

1. During enrolment go to MUSE at C7A. Follow the signs.
2. Show official Photo ID such as a driver’s license or passport.
3. Present your Enrolment and Registration Advice or Letter of Appointment from the University.

Campus Card Service Hours
During Session
Monday to Friday: 8am to 8pm
Saturday & Sunday: 10am to 6pm

For other times, please see the Student IT Help website.

Using your campus card
Identification
Your Campus Card must be presented:
- To borrow books from the Library.
- To obtain services at the Student Centre.
- To display on your desk during class tests and examinations.
- Can be used to pay for things on and off campus.

For more information regarding Campus Cards see

students.mq.edu.au/services_and_facilities/services_facilities_a-z/campus_card/

Transport concession
If you are a full-time Australian student, you are entitled to transport concessions. Your transport concession sticker is attached to your Campus Card at enrolment time. Transport concession stickers are valid for one year only.

Computer authentication
You may need your Campus Card to access some computer networks on campus. Contact Student IT Help for more information.

Reloadable debit card
Your Campus Card may be used as a reloadable debit card. You can load funds onto the card at the reloading stations located in the Library: Photocopying Room (Level 3) and Reserve (Level 2). You can then use your card for photocopying, printing and the purchase of small items.

students.mq.edu.au/services_and_facilities/services_facilities_a-z/campus_card/
### Campus Wellbeing and Support Services

Campus Wellbeing and Support Services provide a range of support and assistance services for students at Macquarie, including a drop-in service for students who need to be seen on the day:

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counselling</strong></td>
<td>Provides free, confidential counselling for students to discuss any issue of concern including career counselling, psychological, emotional and/or social difficulties affecting academic progress, university and personal life.</td>
<td>Level 2, Lincoln Building</td>
<td>students.mq.edu.au/sass / +61 2 9850 7497</td>
</tr>
<tr>
<td><strong>Disability</strong></td>
<td>Provides support and assistance to students with a permanent or temporary disability and/or health condition to enable them to have an equal opportunity to flourish at University.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Welfare</strong></td>
<td>Provides a support, information, advocacy and referral service on welfare, health and wellbeing related matters such as (but not limited to), financial, tenancy, legal, sexuality, drugs and alcohol, and sexual health.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student advocacy and support</strong></td>
<td>Provides advice and support to students relating to all aspects of studying at Macquarie University. Contact us for advice on matters such as student visas, university policies and procedures including complaints and appeals, academic and personal support services, and much more.</td>
<td>Level 2, Lincoln Building</td>
<td>students.mq.edu.au/sass / +61 2 9850 7497</td>
</tr>
<tr>
<td><strong>Medical</strong></td>
<td>Provides a comprehensive general practitioner service to all students and staff on campus, including sexual health, preventative medicine, women’s health, quit smoking advice, as well as health and travel vaccinations.</td>
<td>Suite 305, Building F10A Macquarie University Clinic Building</td>
<td>+61 2 9812 3944 or 9812 3906 / <a href="mailto:campuswellbeing@mq.edu.au">campuswellbeing@mq.edu.au</a> / students.mq.edu.au/campus_life/wellbeing</td>
</tr>
<tr>
<td><strong>Student exchange</strong></td>
<td>Provides opportunities for students to study at other universities around the world in subjects that can usually be credited towards their Macquarie degree. Includes short term, semester long and full year study.</td>
<td>Level 1, C10A, Campus Hub</td>
<td>students.mq.edu.au/opportunities/student_exchange / +61 2 9850 6327</td>
</tr>
<tr>
<td><strong>Career and employment</strong></td>
<td>Provides career and employment information, advice and guidance for students. Career staff can help you to research your options, evaluate and gain employable skills, find and apply for jobs or work experience opportunities, and manage your career.</td>
<td>Ground floor Campus Hub (C10A)</td>
<td></td>
</tr>
<tr>
<td><strong>Indigenous student support</strong></td>
<td>Warawara offers support to Indigenous students across the Uni.</td>
<td>Building W3A Room 309</td>
<td>1800 066 465 (Toll Free) / <a href="mailto:warawaraadmin@mq.edu.au">warawaraadmin@mq.edu.au</a> / warawara.mq.edu.au</td>
</tr>
<tr>
<td><strong>Women’s Room</strong></td>
<td>A women-only safe and friendly environment. All women are encouraged to be a part of this space. Boys under 12 years old are also welcome when accompanied by a woman.</td>
<td>Level 3 Campus Hub C10A</td>
<td></td>
</tr>
<tr>
<td><strong>Queer Space</strong></td>
<td>A safe area for GLBTIQ identifying students and staff on campus to hang out, access resources, or relax.</td>
<td>Level 2 Campus Hub C10A</td>
<td></td>
</tr>
</tbody>
</table>
Your university email account

You will be given a personal uni email account that is run through Gmail. This is how the university will communicate with you about things like change of lecture time, or place, or change of exam venue, anything that you need to know quickly. It is also the only email lecturers, convenors and tutors will use to email you. So it is really important to keep checking your student email, and to use it for university business.

Your student email address will consist of your first and last name. For example: firstname.lastname@students.mq.edu.au

Campus experience

We are committed to creating a fun and healthy university experience for students and staff on campus.

With over 100 student groups and sporting clubs as well as regular entertainment and events such as O week and Conception Day, we offer an array of ways to get involved including:

• Support service
• Places to eat, drink and shop
• Student groups and sporting clubs
• Entertainment
• Sport and recreation services and facilities
• Scholarships
• A student publication
• Events and catering services
• Children’s services
• Employment services
• Student engagement
• Women’s room

For more information, please visit:

° campuslife.mq.edu.au

Security service

The security service operates 24 hours a day, seven days a week throughout the year.

Well marked help points are strategically placed across the University. Help points should only be used in an emergency. Each help point has a direct dial telephone line to the security control room. When you activate the help point by pressing the red button, it connects to the security control centre emergency line and initiates a CCTV recording of the site.

A free night-time shuttle bus service for staff and students operates during sessions. Buses are in constant two-way radio contact with the security office. The bus route covers the campus (car parks, colleges, libraries, bus interchanges and railway station) and Culloden Road accommodation sites.

A security escort service is available for students and staff between 6pm and 6am, 7 days a week, all year. The escort service can be requested via the Macquarie University security office. It is recommended that you call in advance (if possible) because sometimes security is unable to come immediately.

Contact Details

C1A

☎ +61 2 9850 7112 or Ext 7112
☎ +61 2 9850 9999 or Ext 9999 (emergencies)

офm.mq.edu.au/security.html
Sustainability
As a university we are aware of our impact on the social and physical environment. We are proud of our beautiful campus, and work with students to make it something we can all enjoy.

The sustainability team works with students, faculties and departments to help make us all become more socially and environmentally responsible. There are lots of activities to get involved in on campus and plenty of opportunities to learn more as a part of your degree.

Day to day you can help to reduce waste and use less energy at home and university by:

• Reviewing documents online rather than printing – you can still add comments by using the reviewing toolbar.
• Printing double-sided and trying to print two or more pages per sheet.
• Bringing your own mug for coffee and tea - it saves money and the environment.
• Using reusable containers for your lunch instead of aluminium foil or plastic wrap.
• Throwing all your rubbish in the university bins. We have an easy one-bin system where all the waste gets sorted to minimise the amount of waste going to landfill.
• Travelling to university on public transport, by bike or even walking!
• Car pooling with other students and making sure your tyres are inflated to the correct pressure.
• Bringing a green bag and reusable water bottle to cut down on plastic.
• Working with your lecturers and tutors to come up with the least resource intensive way of distributing class materials and assessment submission.
• Reporting water leaks and faulty toilets to the Office of Facilities Management on 9850 7176.
• Getting active – joining sports team, hitting the gym or just enjoying the campus green spaces.

International exchange
Spending a semester studying overseas is a really exciting way to enhance your degree, engage with students from other countries and gain new experiences.

• Go on exchange programs for one or two semesters.
• Grants and scholarships are available.

Learn more here: students.mq.edu.au/opportunities/student_exchange/

Contact Details
Campus Hub, C10A, Level 1
students.mq.edu.au/opportunities/student_exchange/
Open: Monday to Wednesday 10am – 1pm & Thursday 1pm - 4pm

Check out PASS/PAL
It’s the smart way to study!
• Peer Assisted Study Sessions
• Run by senior students
• Have fun studying
• Get better marks
• Make friends
Look in your Unit Guides to see if PASS or PAL runs in your subjects
What to do if things go wrong

University is a big step to take, and it is normal that it may become overwhelming at times. If it is your first day or last, there is always someone who can help.

First year blues

A common mistake that many people make in their first year is thinking that they can just relax after a tough final year of school, only to find that University can be just as challenging. That’s why it’s really important to get into a good routine early:

• Establish a balanced timetable of university study and leisure time.
• Meet like-minded students in your course and study together.
• If you are not keeping up let someone know. Don’t keep it to yourself, go and talk to your lecturer, or attend some study skills workshops.
• The Faculty of Arts is always interested in hearing about your experiences. Every semester there is a Arts Student Forum, run by senior students where students have the opportunity to speak to the Executive Dean and the Associate Dean Learning and Teaching. It is a great way to get your concerns addressed and to speak about your experience. Keep an eye out for the emails which will tell you when the Forums are held.
• You can provide confidential feedback outside of the Forum email: arts.studentfeedback@mq.edu.au. There is also a feedback box in the foyer of W6A, with the assignment drop boxes.
• When you have a complex issue and you would like to speak to someone confidentially who can advise or advocate for you, you can contact: Susan Omundsen, Student Engagement Coordinator, Faculty of Arts
  Phone: 9850 4087
  Email: susan.omundsen@mq.edu.au

Thinking about dropping out?

If University is not what you expected and you are thinking about dropping out, consider the following strategies:

• Why not drop in on a friendly mentor before you make the final decision.
• Talk to someone at the Learning Help Desk in the Library.
• Consult your Department or favourite lecturer.
• Reduce your study load – i.e. taking less units each semester.
• Attend PASS or PAL sessions as discussed on page 10.
• Seek Academic Advice about planning your degree – to ensure a balanced work load each semester.
• Speak to Susan Omundsen, Student Engagement Coordinator at 9850 4087 or susan.omundsen@mq.edu.au

You’ll never know if improving your study skills, managing your stress or changing your course may be the answer if you don’t get help and try these things.

Withdrawing

If you are sure that University is not for you and you would like to withdraw there is a process to follow, this process can be found here

studentadmin.mq.edu.au/undergrad/currentstudents/withdrawal.html

The University has specific dates by which you have to apply for withdrawal from a course; otherwise you will be charged fees. These dates are the same each year 31st March for Semester 1 and 31st August for Semester 2.
Dates & Events 2014

**Session 1**

26 January
Australia Day

17 – 28 February
Enrolment

24 – 28 February
Orientation Activities

3 March
Classes Commence

3 – 7 March
O Week

7 March
Last day to enrol into external units

14 March
Last day to enrol into internal units

31 March
Census Date - last day to withdraw without financial or academic penalty

14 – 27 April
Mid-session break

18 April
Good Friday

19 April
Easter Saturday

21 April
Easter Monday

25 April
ANZAC Day

28 April
Classes resume

28 April
Last day to withdraw without academic penalty

9 June
Queen’s Birthday

16 June
Exams Commence

4 July – 4 August
Session break

**Session 2**

28 July – 1 August
Orientation and enrolment

4 August
Classes commence

8 August
Last day to enrol into external units

15 August
Last day to enrol into internal units

31 August
Census Date - last day to withdraw without financial or academic penalty

20 September – 6 October
Mid-session break

28 September
Last day to withdraw without academic penalty

6 October
Labour Day

7 October
Classes resume

17 November
Exams commence

5 December
Academic year ends

25 December – 1 January
University closed
Terms to know

When you arrive at Macquarie you are going to be speaking to a lot of people, and these people will be using terms that may be unfamiliar to you. So let's go through a couple of terms that you are going to hear more than once (you will also find these in the glossary in your handbook).

**Academic transcript**
The academic transcript is the official and certified version of a student's academic record. The academic transcript lists the units and programs a student has enrolled in and all units they have attempted, and the grades received. An official transcript is always printed on watermarked University paper.

Also known as: Transcript

**Academic year**
The academic year for most courses consists of two half-years (sessions), each consisting of 13 weeks of teaching and an examination period of several weeks. The University also offers courses with other types of academic year including trimesters, terms, summer session and winter vacation.

Also known as: Half-year, Session

**Advanced standing**
See Credit for Previous Studies.

**Assessment**
The activities, tasks and/or performances that support learning and are required of a student in order to complete a unit of study.

**Assumed knowledge**
Some 100-level units, while not having prerequisites, assume that students have certain knowledge and skills from previous study (such as the HSC). This information is listed in the UAC Guide each year and in the online handbook.

**Bachelor degree**
The term commonly used to describe the award issued by all higher education institutions on completion of a set program of undergraduate units that confirms successful completion.

**Capstone unit**
A final year unit of study in an undergraduate degree program which integrates the material presented across a major or program of study.

**Census date**
This is the date by which a student must discontinue their enrolment if they do not wish to be liable for HECS charges or tuition fees for a unit. If a student remains enrolled after the census date, they will be liable for all associated HECS charges or tuition fees.

**Confirmation of Enrolment (International Students only)**
A document provided electronically, which is issued by Macquarie University to intending international students and which must accompany their application for a student visa. It confirms the international student’s eligibility to enrol in the particular course at Macquarie University.

**Co-requisite**
A co-requisite is a unit of study which has to be completed prior to or concurrently with another. Prerequisites and co-requisites are listed in the schedule of undergraduate units and the schedule of postgraduate units in the handbook.
Course
An unofficial term for program of study.

Credit for Previous Studies
General credit given in the form of Macquarie credit points for accredited tertiary-level studies undertaken at other institutions. When granted, CPS counts towards the credit point requirement for the degree in which a student is enrolled. CPS is sometimes called advanced standing.

Also known as: Advanced standing, Credit
Related terms: exemption

Credit point
Each unit of study is worth a specified number of credit points. The credit point value of a unit reflects the amount of work required in the unit. Each credit point in a half-year unit would indicate that you should expect to spend about three hours each week on that.

Degree
A degree is the major qualification awarded by a university. It is awarded either for successful work at undergraduate (bachelor degree) or postgraduate (higher degree) level, or as an honorary recognition (honorary degree) of achievement.

Designated unit
A unit which is accredited by the University for the purposes of the Bachelor Degree Rules. Some courses require a specific number of credit points to be completed in specific unit designations. The Unit Designation is identified in the Schedule of Undergraduate Units in the Unit Designation column.

Department
The four faculties of the University are divided into departments reflecting the discipline being studied.

Electives
Units that students can decide to enrol in if they have the appropriate prerequisite.

Enrolment
The process you go through to select a program of study for your degree, be admitted to your course, formally select (enrol) the units you plan to study to complete your degree and register in classes for each selected (enrolled) unit.

Enrolment process
This is the process that new students must follow after accepting their offer of admission. It can involve attending the University on a specified date before the beginning of teaching, receiving academic advice on planning study, being formally admitted to a degree, enrolling in units and choosing tutorial classes.

eStudent
This is the electronic system used at Macquarie University to manage enrolments and other student processes.

Faculty
An administrative grouping of research and academic staff and students based on the area they teach and study. There are four faculties in the University. All students will be registered in a faculty.

Lecture
A session where an academic presents to students enrolled in a unit of study, generally in a lecture theatre.

Major
A structured sequence of units in a particular discipline or subject area which is approved by the University.
Not to Count for Credit With (NCCW)
In the schedule of undergraduate units and schedule of postgraduate units in the handbook, a unit labelled NCCW may not count for credit with another specified unit.

Participation unit - also known as PACE
A unit that provides students with an opportunity to learn through practical experience and make a valuable contribution to communities by applying knowledge and skills acquired in the classroom to real world situations.

The structure of each degree program determines whether completion of a Participation unit is a requirement. In some cases it will be a requirement; in other cases you will have an opportunity to complete a Participation unit if you choose to do so.

Check the program you are doing to establish if you are required to do a Participation unit.

To see the Participation units in your Faculty, go to: handbook.mq.edu.au/2014/Units/Participation#

People unit
People units focus on the challenges of contemporary society and on what it means to be ethical local and global citizens.

One of the people and planet units must be taken outside the Department administering the Program of Study or Qualifying Major which you are admitted to, and the other such unit must be taken outside the Faculty administering the Program of Study or Qualifying Major which you are admitted to.

For People units see: handbook.mq.edu.au/2014/Units/People

Planet unit
Planet units help students to understand the nature of science and the challenges and issues facing the planet, with a particular focus on sustainability.

One of the people and planet units must be taken outside the Department administering the Program of Study or Qualifying Major which you are admitted to, and the other such unit must be taken outside the Faculty administering the Program of Study or Qualifying Major which you are admitted to.

For Planet units see: handbook.mq.edu.au/2014/Units/People

Prerequisite
A prerequisite is a statement of the required knowledge or conditions that must be satisfied before enrolment in a particular unit of study is permitted. Prerequisites are listed in the Schedule of Undergraduate Units and Schedule of Postgraduate Units in the Macquarie University Handbook. Related terms: assumed knowledge, corequisite, waiver. Refer to:

handbook.mq.edu.au/2014/

Program code
An individual code has been allocated to each program of study.

Program of study
The combination of units and/or research work that must be satisfactorily completed to qualify for a degree. All programs of study available at Macquarie are detailed in the schedule of programs of study in the handbook.
**Tutorial**
A session with a small group of students who meet with an academic to discuss topics within a unit of study.

**Undergraduate**
A course of academic study for a bachelor degree is regarded as an undergraduate course.

**Unit code**
An individual code that has been allotted to each unit of study. The code is three or four letters to represent the subject area followed by one digit to represent the level of the unit: 1 = 100 level, 2 = 200 level, 3 = 300 level followed by 2 further digits to distinguish the particular unit.

**Unit of study**
A course, whether it is for a degree or diploma, is made up of a number of units of study (sometimes informally called subjects), each worth a fixed number of credit points.

Also known as: **Subject, Unit**
Useful links

Macquarie University
舵 mq.edu.au/

First point of contact for any questions
舵 ask.mq.edu.au

Online Handbook
舵 handbook.mq.edu.au/2014/
NB: Always use the handbook from the year you commenced your current degree

Calendar
舵 mq.edu.au/about/calendar.html

Withdrawal from a unit
舵 studentadmin.mq.edu.au/undergrad/currentstudents/withdrawal.html#withdraw
Transfer Degree

studentadmin.mq.edu.au/undergrad/currentstudents/coursetransfer.html

Changing Majors

studentadmin.mq.edu.au/undergrad/currentstudents/coursetransfer.html

Credit for Previous Studies

studentadmin.mq.edu.au/undergrad/credit.html

Macquarie International

international.mq.edu.au/

iLearn

mq.edu.au/iLearn/index.htm
Unit Guides

units.mq.edu.au

Campus Wellbeing and Support Services

students.mq.edu.au/campus_life/wellbeing

First Year Resources

students.mq.edu.au/support/first_year/first_year_resources
uniwise@mq.edu.au

Interactive Campus Map

mq.edu.au/on_campus/maps/campus_map/
Getting around can be tricky. If you understand the layout and how the room numbering works it will be easier to find your way.

C – Central
E – East

W – West
F – Far (beyond E)

X – Extra Far (beyond W)

The building number comes first, then the level or floor, and finally the room, eg. E4A 718 means it’s building E4A, level 7, room 718.

Grab a campus map and off you go!
This ebook was an initiative of, and developed by, the Faculty of Arts, Macquarie University.